

MEDICAL RECORDS

Arizona Department of Corrections
Health Service Bureau

Inmate Wellne1ss Program
HEP 1024- 01/06

Medical Records

Every inmate has a medical record. Medical Records are maintained in a confidential and safe environment at each facility. The Medical Record is a legal document that contains your medical, dental, and mental health records.

Some common questions are:

(1) Where is my Medical Record?

Your Medical Record is started at the Reception Center and is transferred with you from facility to facility. Your medical record is kept at the health unit.

(2) Can I see my medical record?

Send an Inmate Letter to Medical Records staff requesting to review your Medical Record and you will be scheduled as time allows (DO 1104.02). If the request is to review mental health records, send an Inmate Letter to Behavioral Health (Mental Health).

(3) Can I have copies of my medical records?

No, routinely you may not have copies of your record. Under certain conditions they can be obtained (DO 1104.03).

(4) Can others have copies of my Medical Records?

Yes, if you sign a valid, witnessed authorization. There will be a charge (\$.25 / page) for these copies.

(5) What happens to my Medical Records when I am released?

The record is forwarded to the Medical Records Storage in Phoenix where it is maintained for 6 years. Should you re-enter the system your record will be pulled and sent to the facility where you are housed.

(6) After I am released, how can I get copies of my medical record to my health care provider?

Your health care provider will ask you to sign an authorization which should be sent to the Central Office Medical Record. To help locate your medical record, you should put your ADC number and release date on the authorization. There will be no charge for these requests.

(7) Can Security review my Medical Records?

No, Security Staff cannot review the information, it is confidential. There may be times, however, when security staff may be given information necessary to assist health staff in meeting your particular health needs (such as housing, duty status, and work assignments).

If you have additional questions, please send an inmate letter to your medical records staff.